



AASIS Overview and Basic Navigation

Working with Multiple Sessions

Chapter 7

Course Map

Introducing AASIS

Entering and Saving Data

Logging On and Off AASIS

Working with Multiple Sessions

Understanding the AASIS Window

Employee Self Service (ESS)

Navigating Through AASIS

User Personalization of AASIS

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AASIS Overview and Basic Navigation

What is an AASIS Session?

A Session is an open AASIS window.

The screenshot shows the SAP Easy Access AASIS MENU. A pop-up window displays session details for 'ETR (2) (515)'. The details include: System (checked), Host name, Client (515), User (DLSCOTT), Program (SAPLSMTR_NAVIGATION), Transaction (SESSION_MANAGER), Response time (1.241), Interpretation time (0.041), and Round trips/Flushes (2/1). A black circle highlights the session name 'ETR (2) (515)' in the pop-up, and a black arrow points from this circle to the status bar of the main window, which also displays 'ETR (2) (515) * sapetr OVR'.

✓ System	
Host name	
Client	515
User	DLSCOTT
Program	SAPLSMTR_NAVIGATION
Transaction	SESSION_MANAGER
Response time	1.241
Interpretation time	0.041
Round trips/Flushes	2/1

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Working with Multiply Sessions

You may open a new session at any time, from any screen without losing data in other open sessions; however, since each open session uses system resources, overall response time may be affected. AASIS recommends that you do not have more than 3 sessions open at one time.

Each session has a session number which appears in that session's status bar in parentheses next to the system name.


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Create New Session

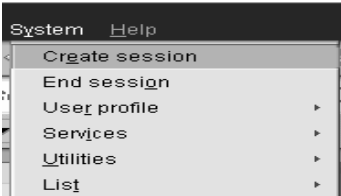
1

Click on the Create New Session icon



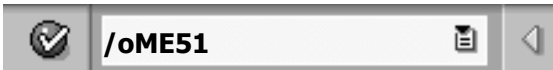
2

Use the Menu Path:
System > Create session



3

Use a Transaction Code



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Working with Multiple Sessions

There are three ways to open a new session:

1. Click on the Create New Session button
2. Use the Menu Path: **System > Create session**
3. Use a Transaction Code

To open a new session using a transaction code, type **/o** before a transaction in the command field. This will take you to the first screen of the transaction code.


For example, to open a new session for creating a purchase requisition (transaction code ME51): Enter **/oME21** in the Command field and press Enter.

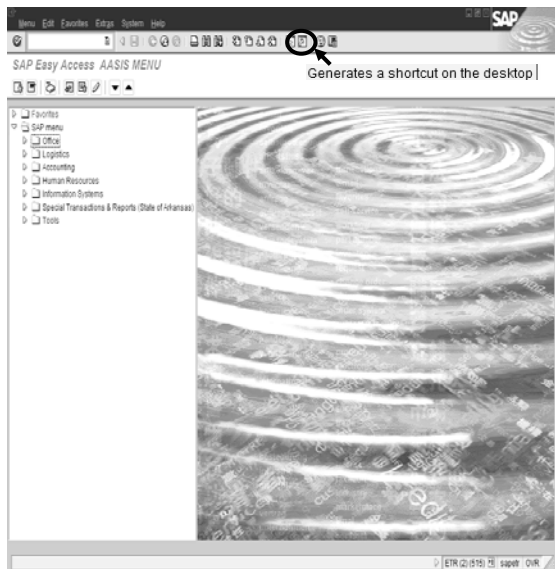
The new session becomes the active session and remains the active session until another session has been selected.

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Create Session Shortcut

Go to the screen for the task you want to run, and choose the Create Shortcut Icon





Generates a shortcut on the desktop |

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Working with Multiply Sessions

You can create a desktop shortcut to any AASIS report, transaction, or task if you are working with a Windows 32-bit operating system.

Once created, the shortcut opens a session and takes the user to the specified transaction or task.

To create a session shortcut, go to the screen for the task you want to run, and choose the Create Shortcut icon.

Create a Session Shortcut

New Sapgui Shortcut

Properties

System data:

Description: DEV
System ID: DEV
Sapgui parameter:

Login data:

Client: 310
User: BDFOWLKE
Password: [redacted]
Language: EN - English

Application:

Type: Transaction
Command: SESSION_MANAGER
Title: SAP Easy Access - User menu for Barbar

Starting options:

Trace level: No trace
Window size: Normal window
Working directory: C:\SAP\work\ide

OK Cancel Help



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Working with Multiple Sessions

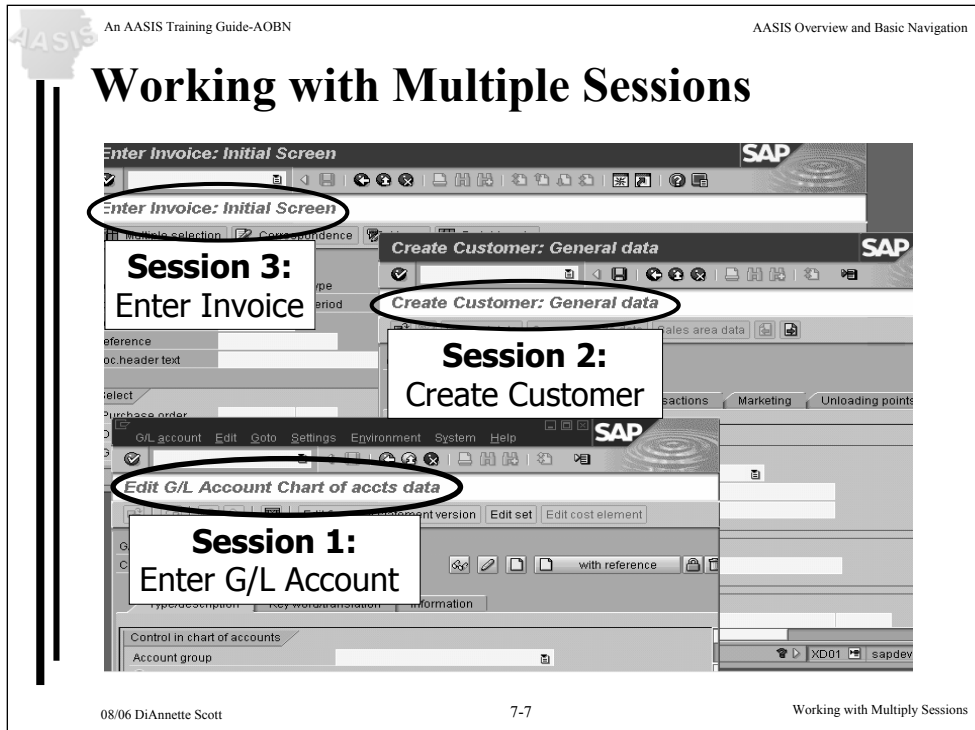
The “New Sapgui Shortcut” dialog box appears.

Check to make sure the information in the dialog box (User name, Language, Type, Title, Command) is correct.

Choose OK.

The shortcut appears on your desktop.

The system automatically saves the <NAME>.SAP file corresponding to this shortcut in your desktop directory under your operating system directory. If you prefer to keep all your AASIS Shortcut files in one place, you can move this file to a directory of your choice.



Multiple sessions allow you to work on more than one task at a time. This can save you time and reduces the need to jump from screen to screen.

Multiple sessions allow you to do a different task or the same task, in each session. You can move between the open sessions and can close any session without having to log off from the system.

For example, you can maintain a G/L account in one session, create customer data in a second session and create a customer invoice in a third session.

Moving Among Multiple Sessions

Moving to a different session is like putting a telephone call on hold: You can resume the call whenever you are ready.



When you are working with multiple sessions, you can move between sessions without losing any data.

Additionally, you can leave a session on hold and return whenever you like.

Moving Among Multiple Sessions

When multiple sessions are in use, the titles are visible at the bottom of your screen on your Window's taskbar when minimized.

To open a minimized session, place the cursor over the session you want to activate and click.



Moving Among Multiple Sessions

The screenshot shows the SAP HR Master Data interface. At the top is a menu bar with options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, and Help. Below the menu is a toolbar with various icons. The main title is "Maintain HR Master Data". The screen is divided into several sections. On the left, there is a list of data areas with checkboxes: Infotype text, Actions, Personal Data, Organizational Assignment, Addresses, Basic Pay, Family Member/Dependents, Residence Status, Additional Personal Data, and Communication. On the right, there is a "Period" selection section with radio buttons for "Today", "All", "From curr. date", "To current date", "Curr. period", "Curr. week", "Current month", "Last week", "Last month", and "Current Year". Below these sections is a "Direct selection" area with an "Infotype" field and a "STy" field. At the bottom right, there is a status bar showing "ETR (2) (515) 1 sapetr OVR".

Personnel no. P432
Name Michael Thompson
EE group 1 Regular State Pers. area HLA7 Miller County
EE subgroup UE Employee Cost Center 627017 OFM BAA0100

Personal Data Addl. Employee Data Employment Issues Career Manage.

Infotype text
Actions
Personal Data
Organizational Assignment
Addresses
Basic Pay
Family Member/Dependents
Residence Status
Additional Personal Data
Communication

Period
From To
Today Curr. week
All Current month
From curr. date Last week
To current date Last month
Curr. period Current Year
Choose

Direct selection
Infotype STy

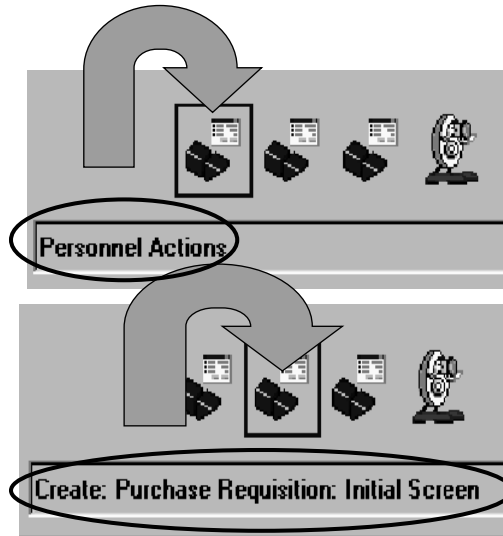
ETR (2) (515) 1 sapetr OVR

Once the session of choice has been clicked, the screen will appear.

Moving Among Multiple Sessions

Moving between
multiply sessions:

ALT +TAB keys



To move between sessions

- ↓ Press and hold ALT on your keyboard
- ↓ Press Tab on the keyboard repeatedly to find the application or AASIS session you are looking for.

During ALT/TAB, you can identify AASIS screens by icon in the Status bar and the title in the Title bar as illustrated above.

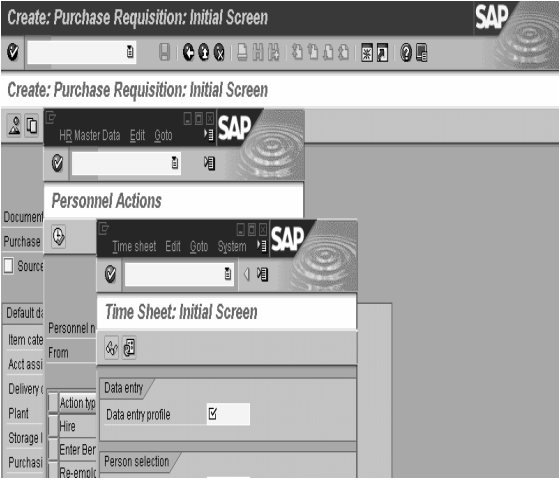
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Moving Among Multiple Sessions

Use Windows Functions to:

- Tile
- Cascade
- Minimize
- Maximize



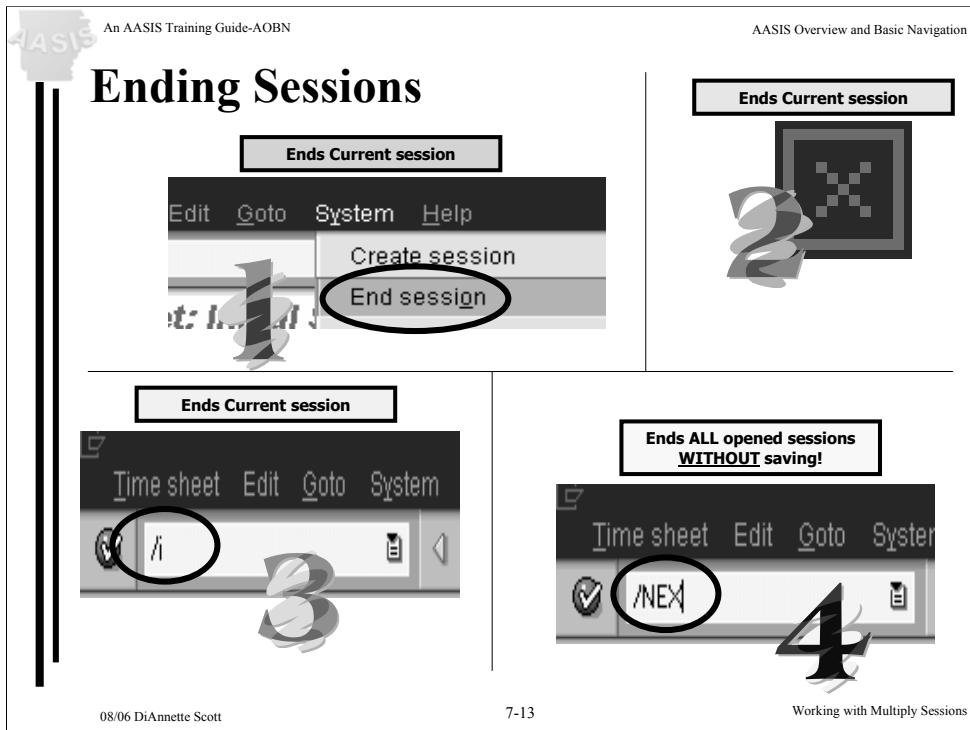
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Working with Multiply Sessions


By using standard Windows functions such as «stack» or «tile» you can arrange the different windows in such a way that title bars or parts of the window content are visible for all sessions.

You can minimize two sessions so that only one session is open on your desktop. Or you can cascade any or all of the windows on your desktop as illustrated above.



Since each open session uses system resources that could affect response time, you should end any sessions not in use.

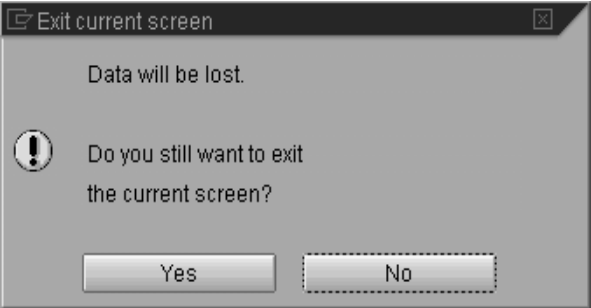


There are four ways of ending a session:

1. Choose **System** > **End session** from the menu bar
2. Choose the close icon  in the upper right-hand corner of the active session
3. Enter `/i` in the command field and press enter on the keyboard.
4. Enter `/nex` in the command field and press enter to end all open sessions at once.

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Ending Sessions



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Working with Multiple Sessions

Before you end a session, save any data you want to keep.

When more than one session is open, the system does **NOT** prompt you to save your data when you end a session.

If you have only one session open, ending it will cause a system reminder to save data before logging you off.